

## REQUEST FOR REFERENCE LETTER

Credit

Please submit completed forms via e-mail to [info.cayman@butterfieldgroup.com](mailto:info.cayman@butterfieldgroup.com) or in person at any of our three Banking Centre locations.

Date of application (DD/MMM/YYYY):

Account name (print):

Reference letter to be issued in the  
name of Account/Account Holder(s):

Account number(s):

Investment portfolio:

Yes

No

Reference Letter(s) addressed to:  
(Please include full mailing addresses)

Purpose of reference:

Authorised signatory

Authorised signatory

Telephone:

## Bank Use ONLY

Signature  
verified by:

The requested letter will be e-mailed when ready. Please provide your  
personal e-mail address below:

Collection date:

☐ Same Day Express  
(Fee: CI\$50.00)☐ Three (3) Business Days  
(Fee: CI\$30.00)☐ PR Letters (3 business days  
service only - CI\$30.00)☐ Facility Letters (5 business  
days service only - CI\$50.00)

Collection location:

☐ Butterfield Place☐ Camana Bay☐ Midtown Plaza

**\*For same day express service, requests must be received by 10:00 a.m., to be collected after 3:00 p.m. on the same day from the 2<sup>nd</sup> floor Reception, Butterfield Place, 12 Albert Panton Street. Fees quoted are per letter issued. Requests for the purpose of a Permanent Residency or Status application cannot be offered same day express service.**

**Please attend the selected branch any time after the selected turn around time to collect.**

## Bank Use ONLY

Branch:

Instructions taken by:

Special instructions:

Fee to be debited from account:

Clients and other individuals have certain rights with respect to the data held by Butterfield. The details of the individual rights, as well as how we handle the data provided to us, can be found in our Privacy Statement which can be obtained from [www.butterfieldgroup.com](http://www.butterfieldgroup.com) or by contacting [LICCayman@butterfieldgroup.com](mailto:LICCayman@butterfieldgroup.com). Butterfield Bank (Cayman) Limited is licensed to conduct banking and investment business by the Cayman Islands Monetary Authority. Address: 12 Albert Panton Street, George Town, Grand Cayman, Cayman Islands.